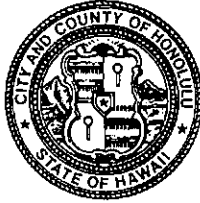


DEPARTMENT OF FACILITY MAINTENANCE
CITY AND COUNTY OF HONOLULU

1000 Ulukouia Street, Suite 215, Kapolei, Hawaii 96707
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KIRK CALDWELL
MAYOR



ROSS S. SASAMURA, P.E.
DIRECTOR AND CHIEF ENGINEER

EDUARDO P. MANGLALLAN
DEPUTY DIRECTOR

IN REPLY REFER TO:
13-312

December 24, 2013

The Honorable Ernest Y. Martin, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

SUBJECT: Unbudgeted Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu provides that positions authorized within the specified permanent position count and temporary position count for each activity under the Executive Operating Budget may be established, filled, and have funds allotted to them. In accordance with this provision, an Administrative Specialist III position in the Department of Facility Maintenance will be filled temporarily with a personal services contract. Additional information on this position is as follows:

1. Type of Temporary Position Required:

Temporary Administrative Specialist III allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

Commencing in December 2013 with possible extensions/renewals as required and allowed under the Revised Charter of the City and County of Honolulu.

3. Cost of the Temporary Position:

\$13,875.00

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4. Source of Budgetary Savings Which Will Accrue to Finance the Temporary Position:

Funds are available from the Division of Public Building and Electrical Maintenance's Salary Savings Account.

5. Unforeseen or Emergency Circumstance Justifying the Need for the Temporary Position:

This temporary contract hire is needed to assist the Chief Engineer's Office as well as the Division of Public Building and Electrical Maintenance with Personnel Matters.

Sincerely,



Ross S. Sasamura, P.E.
Director and Chief Engineer

APPROVED:



Ember Lee Shinn
Managing Director